Department of Defense

INSTRUCTION

NUMBER 7730.64

March 7, 1995

USD (P&R)

SUBJECT: Automated Extracts of Manpower and Unit Organizational Element Files

References: (a) DoD Instruction 7730.64, "Automated Extracts of Military and
Civilian Manpower Records," December 27, 1988 (hereby canceled)
(b) DoD Instruction 1336.5, "Automated Extracts of Active Duty
Military Personnel Records," August 17, 1993
(c) DoD Instruction 7730.54, "Reserve Components Common
Personnel Data System (RCCPDS)," March 15, 1991
(d) DoD Instruction 1444.2, "Consolidation of Automated Civilian
Personnel Records," September 16, 1987
(e) through (k), see enclosure 1

1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to implement policy, update responsibilities, and establish a requirement for reporting manpower authorization, requirement, individuals account, programmed manpower structure, and unit data.

2. APPLICABILITY AND SCOPE

This Instruction:

2.1. Applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Inspector General of the Department of Defense, the Uniformed Services University of the Health Sciences, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force and the Marine Corps.

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2.2. Requires identification of and accounting for all Active military, Reserve military, and civilian (both direct hire and indirect hire) billets and on all units in the programmed force structure.

3. POLICY

It is DoD policy to maintain a centralized DoD database on manpower required and authorized to operate the approved force structure.   These data supplement various DoD personnel inventory data provided by DoD Instructions 1336.5, 7730.54, and 1444.2 (references (b) through (d)).   A centralized DoD database of all units (any DoD organizational entity identified with a unique identification code) is also required.   This reporting requirement provides information for oversight and evaluation of programs and policies on staffing, inventory imbalances, manpower utilization and mix, personnel staffing and training, and units.

4. RESPONSIBILITIES

4.1. The Under Secretary of Defense for Personnel and Readiness, as the primary DoD manpower advisor, shall:

    4.1.1. Provide policy guidance relative to the DoD's overall manpower and unit information requirements.

    4.1.2. Maintain oversight on the content and currency of manpower and unit data required by this Instruction.

    4.1.3. Charter an Advisory Group for Manpower and Unit Data described in this Instruction.   This Group shall meet periodically for ensuring manpower management information system validation, standardization, and integration.

    4.1.4. Ensure that the Advisory Group for Manpower and Unit Data serves as a forum for discussion and resolution of issues arising from the implementation of this Instruction.   It shall be chaired by a representative from the Requirements Directorate within the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD(P&R)) and include representatives from the Office of the Assistant Secretary of Defense for Reserve Affairs, the Department of Defense Washington Headquarters Services, the Defense Manpower Data Center (DMDC), each of the Military Services, and the Chairman of the Joint Chiefs of Staff.   The group

representatives shall seek out methods to facilitate the efficient transfer of accurate data and attempt to ensure the proper use and interpretation of the data supplied. The group is empowered to make technical adjustments to the data submissions that are mutually agreeable to the affected organizations, OUSD(P&R) and DMDC.

      4.1.5. Ensure that the <u>Director, DMDC,</u> serves as custodian of all automated extracts of manpower and unit organizational element files and provides technical assistance, data quality control, inquiry capabilities, and administration and computer support.

    4.2. The <u>Director of Administration and Management, Office of the Secretary of Defense</u> shall submit manpower and unit organizational element data on behalf of OSD, the Chairman of the Joint Chiefs of Staff, the Advanced Research Projects Agency, the Defense Legal Services Agency, the Defense Security Assistance Agency, the US Court of Military Appeals, and all DoD Field Activities except the DoD Dependents Schools.

    4.3. The <u>Secretaries of the Military Departments</u>, the <u>Inspector General of the Department of Defense</u>, and the <u>Heads of Defense Agencies and DoD Agencies and Field Activities</u> not listed under subsection 4.2., above, shall ensure that their respective organizations comply fully with this Instruction.   The <u>Defense Intelligence Agency</u> is exempted from the provisions of this Instruction based on Public Law 100-178.

5. <u>INFORMATION REQUIREMENTS</u>

    5.1. Reporting shall be in accordance with the definitions in enclosure 2 and consistent with the methodology used to provide data for preparation of the Defense Manpower Requirements Report (reference (e)) and the Department's Future Years Defense Program (FYDP) (DoD 7045.7-H, reference (f)).

    5.2. DoD standard data elements and codes established by DoD 8320.1-M (reference (g)) or Joint Pub 1-03.3 (reference (h)) shall be used, where applicable. When source files contain codes different from the standard published in references (g) or (h), conversion to the DoD standard is the responsibility of the submitting organization, provided a conversion mechanism exists.

    5.3. The classification and security guidance in DoD 5200.1-R (reference (i)) and DoD 5200.28-M (reference (j)) apply.   A list of data elements or categories requiring protection, plus a level of classification, shall be included in the

implementing documents to this Instruction.   Each organization shall provide a Classification Guide to DMDC for use in conjunction with the data submitted under this Instruction.   Record fields 6 and 9 of the Billet Master File format (enclosure 3) and record field 5 of the Unit Master File format (enclosure 4) all relate the security classification of the data.   Unless otherwise stated, the overall security classification of the Billet Master File submission shall reflect the record with the highest classification of either record field 6 or 9.   For the Unit Master File submission, the highest security classification shall reflect the record with the highest classification level recorded in record field 5.   If both the Billet Master File and Unit Master File are submitted together, the overall security classification shall be managed as the highest classification level of either file.

5.4. This Instruction may require submitting organizations to collect those data elements that exist in different automated systems and submit them in the proper formats and coding structures.   In cases where the required formats or coding structures do not correspond to available data structures in current organizational systems, DMDC is available to assist the affected organization in converting to the proper formats and structures.

5.5. Reporting shall be accomplished through magnetic cartridges, tapes, or diskettes, labeled as specified in enclosure 5.   Two reports are required: the Billet Master File and the Unit Master File.   Accompanying each Billet and Unit submission shall be sufficient documentation describing deviations from the specified format, any coding changes to data elements, and total number of records in each file.   See enclosure 5.   For the Billet Master File, the documentation shall also list the current year authorization totals for each component, and category of personnel reported.

5.6. The Billet Master File shall be formatted according to the specifications contained in enclosure 5.   The Billet Master File shall reflect the lowest level of aggregation maintained by the submitting organization.   All billets, military and civilian, shall be reported by the Military Services.   Reporting is required for the following fiscal years (FYs): current year, budget year, and budget year plus 1.   Data for each reported year shall reflect the end of FY data.

5.7. The Billet Master File submissions shall reflect end of FY data and shall be submitted two times per year as follows:

5.7.1. Data as of September 30 to be received at DMDC no later than December 1.

5.7.2. Data as of March 31 to be received at DMDC no later than June 1.

5.8. The Billet Master File is assigned Report Control Symbol DD-FM&P(SA)-1807.

5.9. The Unit Master File shall be formatted according to the specifications in enclosure 4.   It shall include a record for each unique Unit Identification Code (UIC), which identifies organizations having personnel, manpower, or other unit status information (i.e., separate hull number and personnel or manpower UICs).   The report shall also contain a record for each unique combination of UICs, Major Command Code, and Unit ZIP Code.   A UIC record shall be provided for every UIC referenced in the Billet Master File.

5.10. Unit Master File submissions shall contain information on all current unique units at the time of the submission.   If the unit data is updated less often than four times per year, the DMDC should be notified for approval of an alternative submission schedule.   This file shall be submitted four times per year as follows:

5.10.1. Data as of September 30 to be received at DMDC no later than November 1.

5.10.2. Data as of December 31 to be received at DMDC no later than February 1.
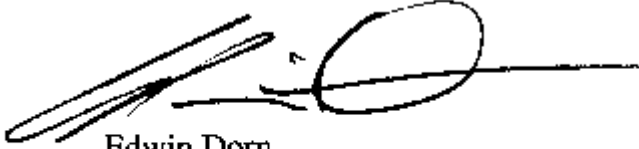
5.10.2. Data as of March 31 to be received at DMDC no later than May 1.

5.10.3. Data as of June 30 to be received at DMDC no later than August 1.

5.11. The Unit Master File is assigned Report Control Symbol DD-FM&P(SA)-1808.

6. <u>EFFECTIVE DATE</u>

This Instruction is effective immediately.

Edwin Dorn
Under Secretary of Defense for
Personnel and Readiness

Enclosures - 6
1. References
2. Definitions
3. Billet Master File Format
4. Unit Master File Format
5. Submission Instructions
6. Agency Titles

E1. <u>ENCLOSURE 1</u>

<u>REFERENCES</u>, continued

(e) DoD Manpower Requirements Report, current edition[1]

(f) DoD 7045.7-H, "FYDP Program Structure," October 1993, authorized by DoD
   Instruction 7045.7, May 23, 1984

(g) DoD 8320.1-M, "Data Administration Procedures," March 1994, authorized by
   DoD Directive 8320.1, "DoD Data Administration," September 26, 1991

(h) Joint Pub 1-03.3, "Joint Reporting Structure, Status of Resources and Training
   System," August 10, 1993

(i) DoD 5200.1-R, "Information Security Program Regulation," June 1986,
   authorized by DoD Directive 5200.1, June 7, 1982

(j) DoD 5200.28-M, "Techniques and Procedures for Implementing, Deactivating,
   Testing, and Evaluating Secure Resource-Sharing ADP Systems," January 1973,
   authorized by DoD Directive 5200.28, March 21, 1988

(k) DoD 1312.1-I, "Occupation Conversion Index, Enlisted/Officer/Civilian"
   September 1993, authorized by DoD Directive 1312.1, "Maintenance of DoD
   Occupational Conversion Manual," July 27,1991

[1] Available from Director, Military Requirements, Office of the Under Secretary of Defense for Personnel and Readiness
(Requirements and Resources), 4000 Defense Pentagon, Washington, DC 20301-4000

E2. ENCLOSURE 2

DEFINITIONS

E2.1.1. <u>Authorizations (manpower)</u>.   The aggregation of billets or positions in the programmed manpower structure for which resources have been allocated.

E2.1.2. <u>Billet or Position</u>.   A programmed manpower structure space typically defined by grade and occupation and associated with a specific unit or organization.

E2.1.3. <u>End Strength</u>.   The number of actual, or programmed in a pay status on the last day of a FY. End Strength includes personnel assigned to units and organizations in part- and full-time, temporary and permanent, seasonal, intermittent, direct and indirect hire employees paid with appropriated funds.

E2.1.4. <u>Grade</u>.   The pay grade requirement of a billet or position.

E2.1.5. <u>Individuals Account</u>.   A component of military end strength; the overhead allowance for transients, holdees (patients, prisoners, and separatees), students, trainees, and cadets or midshipmen for which funds have been allocated or requested.

E2.1.6. <u>Major Command or Major Organizational Element</u>.   Denotes major military operational command organizations and other major functional organizations within a DoD Component. For Services, the term is synonymous with:

Army:	Assigned Command
Navy:	Major Manpower Claimant
Marine Corps:	Monitored Command
Air Force:	Major Command and Sub-Command

E2.1.7. <u>Occupation</u>.   The specialty skill or job series that represents the minimum qualification requirement of a billet or position.   Military occupational information shall be provided using Service coding schemes outlined below.   If required by the billet, additional skill requirement information shall be included as part of the occupation.

Army:	AOC/SI (commissioned officer)
	MOS/ASI/QI (warrant officer)
	MOS/Skill Level/SQI/ASI/LS (enlisted)
Navy:	Designator/NOBC/AQD/SSC (officer)
	Rating/NEC (enlisted)
Marine Corps:	MOS (officer and enlisted)
Air Force:	AFSC/SEI (officer and enlisted)

E2.1.8. <u>OSD Functional Oversight Authority</u>.   That official, within OSD, assigned programmatic oversight responsibilities on specific mission or program areas.   Functional oversight authorities are at the "Assistant Secretary of Defense," or equivalent level.

E2.1.9. <u>Program Element Code (PEC)</u>.   A ten-position alphanumeric code that describes the mission supported by a billet, group of billets, or unit.   The PEC is the basic building block of the budget and the FYDP.

E2.1.10. <u>Programmed Force Structure</u>.   The set of units and organizations that exists in the current year and which is planned and programmed for a given FY.

E2.1.11. <u>Programmed Manning</u>.   Those billets in the programmed manpower structure that are planned to be staffed with trained personnel at the end of the FY. Programmed manning is a statement of distribution policy; the term is synonymous with:

Army:	Force Structure Allowance (MTOE and TDA Authorizations)
Navy:	Distributable Billets
Air Force:	Force Structure Authorizations
Marine Corps:	Authorized Strength Report
Defense Agencies:	Funded Requirements

E2.1.12. <u>Programmed Manpower Structure</u>.   The aggregation of billets describing the full manpower requirement for units and organizations in the programmed force structure.   The programmed manpower structure does not include Individual Mobilization Augmentees and Individuals.   For operational units, the term

is synonymous with the "table of organization" structure (or its equivalent), and for non-operational units, it means the structure associated with full peacetime workload requirements.   Operational units are those combat, combat support, and combat service support organizations with operational readiness reporting requirements under the Status of Resources and Training System.

E2.1.13. Requirements (manpower).   The aggregation of both funded and unfunded billets or positions representing the total manpower requirement for units and organizations in the programmed force structure.

E2.1.14. Unit Identification Code (UIC).   A six-position alphanumeric code used to identify units and organizations in the programmed force structure.

E3. ENCLOSURE 3

BILLET MASTER FILE FORMAT

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference
	1	1A	DoD Component Code (Military Service or Defense Agency)	DoD: DE-NM
		A	Army	
		F	Air Force	
		M	Marine Corps	
		N	Navy	
		E	Advanced Research Projects Agency	
		C	Ballistic Missile Defense Organization	
		D	Central Imagery Office	
		R	Defense Contract Audit Agency	
		O	Defense Commissary Agency	
		Q	Defense Finance and Accounting Service	
		L	Defense Intelligence Agency	
		V	Defense Investigative Service	
		K	Defense Information Systems Agency	
		S	Defense Logistics Agency	
		O	Defense Legal Services Agency	
		B	Defense Mapping Agency	
		H	Defense Nuclear Agency	
		T	Defense Security Assistance Agency	
		G	National Security Agency	
		Y	On-Site Inspection Agency	
		Z	Other (Activities and Other DoD)	
2	2	2N	Bureau Code	OPM: ORG-001

Applicable only to OSD and DoD Activities entering a "Z" in record field 1. Use the bureau codes listed in enclosure 6 for this field.

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference
3	4	1A	Organization Category Code	Non-standard
		A	Active Duty	
		C	Civilian	
		G	Guard	
		V	Reserve	
4	5-12	8AN	Unit Identification Code	JCS: UIC

Army-Report UIC in positions 5 -10.
Navy - Report "N" in position 5 and the UIC in positions 6 - 10.
Marine Corps - Report "M" in position 5 and the Reporting Unit
Code (RUC) in positions 6 - 10.   Additionally, report those Marine Corps
data elements which identify unique units in positions 119 - 150 as
described below.
Air Force - Report "F" in position 5, the unit portion of the Personnel
Accounting System (PAS) code in positions 6 - 9, and "0" in position 10.
Defense Agencies and Field Activities without coding of UIC shall
report the same constructed code as submitted to DMDC under
DoD Instruction 1444.2 (reference (d)).
For Individual Mobilization Augmentee (IMA) billets, report the UIC of
the unit which will be augmented upon mobilization.

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference
5	13-15	3AN	Major Command Code	Service-Specific

Applicable only to data reported by the Military Services.   Report the
same codes as submitted to DMDC under DoD Instruction 1336.5
(reference (b)).

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference
6	16	1A	Security Classification Code	DoD: SE-FB

The security classification of the unit, organization, or billet.

		U	Unclassified	
		C	Confidential	
		S	Secret	
7	17-18	2N	Current Fiscal Year Identifier	DoD: YE-NA-AB
8	19-28	10AN	Program Element Code (PEC)	DoD: See DoD 7045.7-H (reference (f))

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference
9	29	1A	PEC Security Classification Code	DoD: SE-FB

The security classification of the PEC.

		U	Unclassified	
		C	Confidential	
		S	Secret	

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference
10-13	30-50	21AN	Billet Grade and Occupation data (as described below)	
14	51-55	5AN	DoD Occupation Code	DoD 1312.1-I (reference (k))

If left blank, DMDC will furnish the DoD Occupation Code

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference
15	56-94	30AN	Billet Title Text	Service-Specific
16	95-102		Current Year Authorizations and Requirements	
16-A	95-98	4N	Authorizations Quantity	
16-R	99-102	4N	Requirements Quantity	
17	103-110		Budget Year Authorizations and Requirements	
17-A	103-106	4N	Authorizations Quantity	
17-R	107-110	4N	Requirements Quantity	
18	111-118		Budget Year + 1 Authorizations and Requirements	
18-A	111-114	4N	Authorizations Quantity	
18-R	115-118	4N	Requirements Quantity	
19	119-146	28AN	Service-Specific data or Filler (as described below)	
20	147-150	4 AN	Billet Geolocation Code	JCS: GEOLOC

The geographic location code of the base, station, port, city, or other place at which the record billet is presently located. May be distinct from the unit GEOLOC.

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference

Billet Grade and Occupation Data:

Military billets:

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference
10-M	30	1A	Individuals Account Code	Non-standard

C	Cadets or Midshipment		
H	Patients, prisoners, and holdees*		
M	Transients*		
S	Students		
T	Trainees		
Z	Non-individuals account billet		

*For individuals accounts coded "H" or "M," positions 35-50 and record fields 4 - 6, 8-9, and 20 may be blank.

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference
11-M	31	1AN	Individual Mobilization Augmentee (IMA) Billet Status Code	Non-standard

Y	IMA Billet
N	Non-IMA billet

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference
12-M	32-34	3AN	Military Pay Grade Code	DoD: PA-SN

If the source file combines grades E-1 to E-2, report as E02; if it combines grades E-1 to E-3, report as E03; and if it combines grades O-1 to O-2, report as O02.   For individuals, report grade category as either "E" (enlisted), "O" (officer), or "C" (cadets or midshipmen) in position 32, and "00" in positions 33-34.

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference
13-M	35-50	16AN	Military Occupation Code	Component-Specific

ENCLOSURE 3

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference
Civilian Billets:				
10-C	30	1A	Civilian Type-Hire Code	
				Non-standard
		T	U.S. citizen, direct hire	
		A	Direct hire, designated for foreign nationals	
		F	Indirect hire, designated for foreign nationals	
11-C	31-32	2A	Civilian Pay Plan Code	OPM Standard PAY-002
12-C	33-34	2AN	Civilian Pay Grade Code	OPM Standard PAY-079

If the pay plan associated with a billet does not have a grade structure, then report the applicable step.

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference
13-C	35-38	4N	Civilian Occupation Code	OPM Standard OCC-031
	39-50	12AN	Filler	

Service-Specific Data:

Army:

	Record Position	Length/ Class	Data Field	
	119-126	8AN	Army Management Stucture Code (AMSCO)	
	127-128	2AN	Personnel Remark 1 Code	
	129-130	2AN	Personnel Remark 2 Code	
	131-132	2AN	Basic Branch Code	
	133-146	18AN	Filler	

Air Force:

	Record Position	Length/ Class	Data Field	
	119-121	3A	Grade Abbreviation Code	
	122-125	4AN	Functional Account Code	
	126	1A	Air Force Reserve Technician Code	
	127-146	24AN	Filler	

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference
Marine Corps:				
	119-121	3AN	Monitored Command Code	
	122-126	5AN	Command Reporting Unit Code (CRUC)	
	127-146	24AN	Filler	
Navy:				
	119-120	2AN	Language Identity Code	
	121-122	2AN	Language Listening Proficiency Code	
	123-124	2AN	Language Reading Proficiency Code	
	125-126	2AN	Language Speaking Proficiency Code	
	127-128	2AN	Language Writing Proficiency Code	
	129	1A	Selected Reserve or TAR Code	
	130-139	10AN	Activity Code	
	140-146	7AN	Filler	

ENCLOSURE 3

E4. ENCLOSURE 4

UNIT MASTER FILE FORMAT

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference
1	1-6	6AN	Unit Identification Code	JCS: UIC

Army - Report "W" in position 1 and the UIC in positions 2 - 6.
Navy - Report "N" in position 1 and the UIC in positions 2 - 6.
Marine Corps - Report "M" in position 1 and the Reporting Unit Code
(RUC) in positions 2 - 6. Additionally, report those Marine Corps
data elements which identify unique units in positions 240 - 270 as described below.
Air Force - Report "F' in position 1, the unit portion of the Personnel
Accounting System (PAS) code in positions 2 - 5, and "0" in position 6.
Defense Agencies and Field Activities without coding of UIC shall report
the same constructed code as submitted to DMDC under
DoD Instruction 1444.2 (reference (d)).

2	7	1A	DoD Component Code	DoD: DE-NM

	A	Army
	F	Air Force
	M	Marine Corps
	N	Navy
	Z	Other (Agency or Activity)

3	8	1A	Military Service Component Code	DoD: SE-NA

	G	Federal component of the National Guard
	R	Regular standing military component of the Armed Forces in both peace and war.
	V	Reserve component of ready trained personnel for military service when needed.

4	9	1N	Detachment Code	Non-standard

	1	Complete unit
	2	Headquarters element
	3	Detached element

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference
5	10	1A	Unit Security Classification Code	DoD: SE-FB
		U	Unclassified	
		C	Confidential	
		S	Secret	
6	11-14	4N	Year Month Identifier	DoD: YE-NH
7	15-44	30AN	Organization Abbreviated Name	JCS: ANAME
8	45-99	55AN	Organization Long Name	JCS: LNAME
9	100-128	29AN	Street Address Line One Text	DoD: ST-AD

The number of an edifice, with the name of the street, avenue, boulevard, etc. (or other identification such as post office box number, post office station, rural route, etc.) needed for the delivery of mail.

10	129-157	29AN	Street Address Line Two Text	DoD: ST-AD

Second line of the street address (if applicable) to complete the unit's mailing address.

11	158-175	18AN	City Name	Non-standard

Name of the city, installation, base, or station where the record unit is located for mailing purposes.

12	176-177	2A	State Code or APO Code or FPO Code	DoD: ST-GA
13	178-186	9N	Unit ZIP Code	DoD: NA-ZC-AA

The US Postal ZIP Code of the area in which the address is located.

14	187-190	4AN	Home Geolocation Code	JCS: HOGEO

The geographic location code for the base, station, port, city, or other place at which the record unit is permanently located.

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference
15	191-193	3AN	Installation Type Code	US Transportation Command
16	194-197	4AN	Present Geolocation Code	JCS: PRGEO

The geographic location code for the base, station, port, city,
or other place at which the record unit is presently located.

17	198-200	3A	Unit Level Code	JCS: ULC

The record unit's stratum, echelon, or point at which authority
is maintained.

18	201-203	3A	Unit Descriptor Code	JCS: UDC

The record unit's component, general status, and primary mission.

19	204-208	5AN	Unit Type Code	JCS: UTC

The categorization of the record unit by kind or class.

20	209-211	3AN	Major Command Code	Service-Specific

Applicable only to data reported by the Military Services.
Report the same codes as submitted to DMDC under DoD Instruction
1336.5 (reference (b)).

21	212-217	6AN	Parent Unit Identification Code	JCS: PUIC

The UIC of the unit from whose organic resources the record
unit was formed.

22	218-223	6AN	Administrative Control Unit Identification Code	JCS: ADCON

The UIC of the unit exercising administrative control over the
record unit.

23	224-229	6AN	Operational Control	JCS: OPCON

The UIC of the unit exercising operational control over the
record unit.

24	230-239	10AN	Filler	

Record Field	Record Position	Length/ Class	Data Field	Standard: Reference
25	240-269	30AN	Service-Specific Data (as described below)	
Army:				
	240	1AN	Type Unit Code ("M" - MTOE or "T" - TDA)	
	241-247	7AN	Troop Sequence Number Code (TPSN)	
	248-259	12AN	Standard Requirements Code (SRC)	
	260-269	10AN	Filler	
Air Force:				
	240-241	2AN	Base Office Code	
	242-269	28AN	Filler	
Marine Corps:				
	240-249	10AN	Table of Organization Text	
	250-255	6AN	Command Reporting UIC ("M" in position 250 and Command RUC in positions 251-255)	
	256-258	3AN	Monitored Command Code	
	259-269	11AN	Filler	
Navy:				
	240	1A	Sea/Shore Code	
	241	1AN	Activity Designation Code	
	242-243	2AN	Activity Mission Code	
	244-253	10AN	Activity Code	
	254	1AN	Activity Type Composite Code	
	255-269	15AN	Filler	
26	270-300	21AN	DMDC-Specific data or Filler (DMDC will provide these data elements)	Standards Pending
	270-274	5AN	State-County Code	
	275-276	2AN	Congressional District Identifier	
	277	1A	APO-FPO Code	
	278	1A	CONUS Code	
	279-280	2AN	APO-FPO Country Code	
	281-284	4AN	Primary DEERS Hospital Catchment Area Code	
	285-300	16AN	Filler	

E5. ENCLOSURE 5

SUBMISSION INSTRUCTIONS

E5.1. Data Specifications

E5.1.1. Use blanks for non applicable or non available data.

E5.1.2. Alpha and alphanumeric data shall be left-justified with trailing blanks.

E5.1.3. Alpha and alphanumeric data shall be in upper case.

E5.1.4. Numeric data shall be right-justified with leading zeros.

E5.1.5. Records shall be sorted in sequence by UIC.

E5.2. Magnetic Cartridge Specifications

E5.2.1. Header and trailer labels: either International Business Machine (IBM) standard or none.

E5.2.2. Density: 38,000 Bits Per Inch (BPI) preferred.

E5.2.3. Track: 18 track.

E5.2.4. Character set: Extended Binary Coded Decimal Interchange Code (EBCDIC).

E5.2.5. Blocking factor: 50 records per block.

E5.3. Tape Specifications

E5.3.1. Header and trailer labels: either IBM standard or none.

E5.3.2. Density: 6250 BPI preferred.

E5.3.3. Track: 9 track.

E5.3.4. Character set: EBCDIC.

E5.3.5. Blocking factor: 50 records per block.

E5.4. Diskette Specifications

E5.4.1. Microsoft Disk Operating System (MS-DOS) compatible.

E5.4.2. Physical characteristics: 5.25 inch, double-sided, double or high-density; or 3.5 inch (preferred), double-sided, double or high-density (preferred).

E5.4.3. Storage capacity: 5.25 inch: 360 Kilo byte (Kkb) or 1.2 Mega byte (Mb).   3.5 inch: 720 Kb or 1.44 Mb.

E5.4.4. File format: ASCII text (PRN) preferred, Word or WordPerfect formats are acceptable.

E5.5. External Label

E5.5.1. Classification

E5.5.2. Service

E5.5.3. Components

E5.5.4. Report as of date

E5.5.5. Report Control Symbol

E5.5.6. Record count

E5.5.7. Tape density

E5.5.8. Tape, cartridge, or diskette number

E5.6. Accompanying Documentation

All data submissions shall be accompanied by the following minimum documentation: file format (if differing from the standards contained in enclosures 3 and 4), total record counts for each file submitted, total authorizations by category and component for Billet file submissions, and other relevant information related to

Service-specific data elements.

E5.7. <u>Shipping Instructions</u>

Tapes, cartridges, and diskettes shall be shipped via registered mail per current DoD Regulations to the following address:

    Defense Manpower Data Center
    ATTN: Manpower and Unit File Manager
    400 Gigling Road
    Seaside, California   93955-6771

E6. ENCLOSURE 6

AGENCY TITLES

Agencies

ARPA	Advanced Research Projects Agency
BMDO	Ballistic Missile Defense Organization
CIO	Central Imagery Office
DCAA	Defense Contract Audit Agency
DECA	Defense Commissary Agency
DFAS	Defense Finance and Accounting Service
DIA	Defense Intelligence Agency
DIS	Defense Investigative Service
DISA	Defense Information Systems Agency
DLA	Defense Logistics Agency
DLSA	Defense Legal Services Agency
DMA	Defense Mapping Agency
DNA	Defense Nuclear Agency
DSAA	Defense Security Assistance Agency
NSA	National Security Agency
OSIA	On-Site Inspection Agency

Activities	Bureau Code*	
AFIS	01	American Forces Information Service
CPMS	02	Civilian Personnel Management Service
DMPA	03	Defense Medical Program Activity
DoDEA	04	Department of Defense Education Activity
DPMO	05	Defense Prisoners of War/Missing in Action Office
DTSA	06	Defense Technology Security Administration
OCHAMPS	07	Office of Civilian Health and Medical Programs of the Uniformed Services
OEA	08	Office of Economic Adjustment
WHS	09	Washington Headquarters Service
DTAO	27	Defense Technology Analysis Office
ISPG	28	Intelligence Program Support Group
MSSO	29	Management Systems Support Office
PPASC	30	Plans and Program Analysis Support Center
USD(A&T) DSA	31	Under Secretary of Defense for Acquisition and Technology Defense Support Activities
USD(P&R) DSA	32	Under Secretary of Defense for Personnel and Readiness Defense Support Activities

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* Bureau Code is entered in record field 2 of the Billet Master File

<u>Other DoD</u>

CMA	40	Court of Military Appeals
DEPS	41	Drug Enforcement and Policy Support Account
DHP	42	Defense Health Program Account
IG	43	Inspector General
JS	44	Joint Staff
OSD	45	Office of the Secretary of Defense
USUHS	46	Uniformed Services University of the Health Sciences
USSOCOM	47	U.S. Special Operations Command
USTRANSCOM	48	U.S. Transportation Command